



## Request for Exception to an Administrative Directive

Connecticut Department of Correction

CN 1302  
REV 02/06/15

Administrative Directive Number: **2.13** Title: **Employee Work Attire, Personal Appearance and Identification**

I request approval of the following exception to the above referenced directive (provide detailed explanation):

**I request an Exception to Administrative Directive 2.13 Employee Work Attire, Personal Appearance and Identification. Request an exception for the purpose of recognizing the sacrifice DOC employees have made regarding military activation in support of the country's war effort. Such recognition shall be expressed with the wearing of a DOC approved/purchased Yellow Ribbon with American Flag pin, and baseball cap. The exception shall apply to all DOC employees.**

**This exception shall commence on November 11, 2015 and terminate on December 31, 2015.**

See attached documents

### ORIGINATOR

Name: [Redacted] Title: [Redacted] Date: **11/5/2015**

Signature: [Redacted] Facility/Unit: [Redacted]

### UNIT/DISTRICT/DIVISION RECOMMENDATIONS

Approved Denied

Unit Administrator's signature: *Powers* Date: **11/5/15**

District Administrator's signature: (only needed if originating from a facility) Date:

Division Administrator's signature: *Debra J. Lapelala* Date: **11/17/15**

### COMMISSIONER'S DECISION

This request is:  **APPROVED**  **DENIED** Effective date of request: \_\_\_\_\_

This exception is valid through: **12/31/15**, by which the exception must be re-requested.

This exception is valid until such time as the Administrative Directive is updated.

This exception shall be added immediately to the Administrative Directive.

Commissioner's signature: *[Signature]* Date: **11/25/15**